



Green Ridge Summer Day Camp

7415 Wood Haven Rd
Roanoke, VA 24019
(540) 777-6315

Director, Parks, Recreation & Tourism: Pete Haislip, 387-6165
Assistant Director of Recreation: Marcus Ordonez, 387-6078
Green Ridge Center Manager, 777-6301
Green Ridge Program Manager: Mandi Smith, 777-6316
Recreation Programmer: Tammy Tejada, 777-6315

GOAL

The goal of the Green Ridge Summer Day Camp is to provide a safe, nurturing environment where children can learn and develop through age-appropriate activities that foster physical, social, emotional and cognitive development.

ADMINISTRATION

The Recreation Program Manager and the Recreation Programmer are both located onsite at Green Ridge Recreation Center. The Site Supervisor is responsible for supervising the Summer Day Camp Program as well as Activity Leaders and Aides at the Green Ridge Recreation Center. The Site Supervisor is directly supervised by the Recreation Programmer.

ADMISSION & REGISTRATION

Green Ridge Summer Day Camp is designed especially for children entering 1st-6th grades in the 2010-11 school year. The daily schedule includes time for crafts, cooking, play, swimming, field trips and individual or small group activities. Program space is limited to 40 per week. Each child must be enrolled for the full week and weeks are not prorated. Children must be registered with a completed registration form, a copy of their "Commonwealth of Virginia School Entrance Health Form" and the non-refundable deposit of \$25 per week. A separate registration form is required for each child. If your child has not been previously enrolled in ASK or KIC, you will be required to provide a certified copy of your child's birth certificate. **Incomplete registration will not be accepted.**

ACTIVITIES

Daily activities at the Green Ridge Summer Day Camp include swimming, exclusive use of the activity room, gym or outdoor field time, snack time, arts & crafts, time for quiet activities, and group or self-directed activities. A daily schedule will be posted at Green Ridge Center-Multi Purpose Room A. Parents may be asked to provide some household/throw-away items for crafts projects (boxes, paper or plastic bags, plastic bottles, bottle caps, egg cartons, etc).

FEES

A non-refundable deposit of \$25 per child per week is due at registration to hold your spot. In addition to the deposit, a non-refundable weekly balance of \$125 per week per child (members) or \$150 per child per week (nonmembers) is due one week prior to the start of each camp week a child is enrolled. If child is enrolled in Combo Camp, a \$25 deposit per week per child is still required. In addition to the deposit, a non-refundable weekly balance of \$60 per combo week per child (members) or \$75 per child per combo week (nonmembers) is due one week prior to the start of each camp week a child is enrolled. If child is enrolling in Early Bird Drop Off before their enrichment or sports camp at Green Ridge then their payment is due at time of registration: \$25/child/week for members or \$35/week/child for non-members. Payment is also due at the time of registration for all enrichment and sports camps. A child whose fees are not paid in full by Thursday the week prior to the start of the camp week will not be allowed to attend camp that week. Fees for Green Ridge Summer Day Camp are not pro-rated on a daily basis. Fees include two daily snacks, field trips and all camp activities. Checks & money orders, made payable to: Treasurer of Roanoke County, are accepted for payment. Payments must be mailed or brought to the Green Ridge Recreation Center at 7415 Wood Haven Rd, Roanoke, VA 24019. **Please keep receipts for tax records.** The federal tax identification number and a statement of all fees paid for Green Ridge Summer Day Camp will be mailed to all parents by January 31, 2011.

ATTENDANCE

Camp staff are responsible for all children from the time they are dropped off until they are picked up. If your child will not be attending the camp on a particular day, it is **imperative** that the Camp Staff be notified by talking to a front desk staff at **777-6300 ext. 0** before 8:00am, so that the information can be passed on to Camp staff.

DROP-OFF & SIGN-IN

Children may be dropped off between 7:30 and 9:00am each day. Parents must bring children into the Green Ridge Recreation Center through the main entrance and sign them in at the time they arrive each day. Camp staff will provide activities during this time. Camp activities will begin at 9:00am each day unless otherwise notified. If they are part of the combo camp, children are dropped at participating camp site and will be transported via Roanoke County transportation from camp to Green Ridge Recreation Center. If the combo camp is only Monday-Thursday, parents are required to drop off children at Green Ridge Recreation Center on Friday for the entire camp day. All camps will end at Green Ridge Recreation Center and require pickup from Green Ridge Recreation Center. Early Bird is only available to Green Ridge site based camps-no transportation provided for this one.

PICK-UP & SIGN-OUT

Children may be picked up only by parents and those persons listed for pick-up on the registration form. Persons other than parents picking up children must be at least 16 years of age. A photo ID may be required by Green Ridge Summer Day Camp staff at any time for anyone picking up a child. Changes to the pick-up list must be made, in writing, to the Green Ridge Administrative Staff, at least 24 hours in advance. All children must be picked up inside the site, signed out at the time they are picked up and escorted from the site by the person picking them up.

Green Ridge Summer Day Camp ends at 6:00pm. Two Camp staff remain at the until all children are picked up by a parent or other person on the pick-up list. After the first 10 minutes that a parent is late, staff will begin trying to contact parents and/or other persons on the pick-up list. If your child has not been picked up by 7:00pm, Child Protective Services will be contacted to provide care for your child.

Each family is allowed one 15-minute "free" late pick-up during the 2010 Green Ridge Summer Day Camp. After this one "free" late pick-up has been used, parents will be charged \$1.00 per minute per child for each minute they are late. This late fee is due immediately when the child is picked up. On the 3rd instance of late pick-up parents will be charged \$5 per minute per child for each minute they are late. After 3 instances of late pick up (including the first "free" one), parents will be asked to make other arrangements for their child for the remaining weeks they are enrolled in camp.

CUSTODIAL PARENT: A custodial parent shall be allowed to visit with their child at Green Ridge Recreation Center once their identification has been confirmed by the participant file and the parent's picture identification has been verified. (§63.2-1813 of the Code of Virginia).

CAMP SPACE

Children in camp will be allowed to enter only those areas designated for use during the camp (generally, this is limited to the gym, activity room, pool, multi-purpose rooms and bathrooms).

FIELD TRIPS

There will be three field trips each week of Summer Day Camp. Permission is part of PART G on the registration form. **NO CHILD WILL BE ALLOWED TO GO ON ANY FIELD TRIP A COMPLETE REGISTRATION FORM.** Children will be chaperoned by Summer Day Camp staff at all times. Transportation will be provided to/from the camp site by Roanoke County.

GREEN RIDGE SUMMER DAY CAMP CELL PHONE

Camp staff may be reached during camp hours by calling the Green Ridge Summer Day Camp cell phone, **TBA**. The cell phones are for emergency purposes only and only to be used in the event that you will be late picking up your child, someone else will be picking your child up other than you or for our staff to contact you if your child is ill or has had an injury.

EMERGENCIES/EMERGENCY CLOSINGS

In the event of a natural or other emergency, parents will be contacted by Summer Day Camp site staff or Green Ridge administrative staff immediately. In the event that camp should have to close for any emergency, staff will contact parents or person's on your child's pick-up list. At least two staff will remain at camp until all children have been picked up.

BEHAVIOR

The Green Ridge Summer Day Camp Program supports a positive, authoritative approach to guiding behavior. Using age-appropriate limits and choices, children are encouraged to take responsibility for their role in the classroom community. Staff communicates with parents regularly, discussing their child's successes in the program. Staff also keeps parents informed, both verbally and in writing, of how their child's needs are being met in camp.

In the event disciplinary action is necessary in addressing a child's behavior, staff will communicate with parents regarding the behavior issue and work with parents to help resolve the situation. The disciplinary process may include time out, taking away privileges (such as participation in a special program or activity), parent conference and possible suspension, or under serious circumstances, removal from the Summer Day Camp Program. NO corporal punishment of any kinds will be used in the Summer Day Camp Program.

Although Green Ridge Summer Day Camp strives to meet the needs of each individual child, the aforementioned camp may not be appropriate for some children. If a parent feels that the Camp Program is unable to meet their child's needs, Camp Management staff will help parents determine appropriate childcare alternatives.

REMOVAL FROM CAMP

The Recreation Manager may remove children from Green Ridge Summer Day Camp for one of two reasons: chronic behavior problems (see "BEHAVIOR") and failure to pay (see "FEES").

Parents wishing to remove their child from camp must provide a written notice to the Green Ridge administrative staff, at least two days prior to their child's last day in camp. Children will remain enrolled in the camp and parents are responsible for fees until this written notice is received.

DISABILITIES/SPECIAL NEEDS

Roanoke County Parks, Recreation & Tourism does not discriminate against persons with disabilities or special needs. In accordance with the Americans with Disabilities Act, Green Ridge Recreation Center does not exclude on the basis of ability. Please let us know if your child needs a reasonable adaptation or accommodation to fully participate in the Summer Day Camp program. It is our goal to help each child succeed in all GRRC recreation programming. The Therapeutic Recreation Services staff will provide Camp staff with any training and guidance necessary to help a child with special needs to have a positive experience in Camp.

MISSING CHILDREN

Green Ridge Summer Day Camp staff maintains sight and/or sound supervision of all children at Camp at all times. If at any time a child who arrived at camp cannot be accounted for, one camp staff will make a speedy search of the building and grounds. Should the child not be found within 10 minutes, staff will call 911, the parents and the Recreation Manager immediately. All incidences of missing children involving authorities will be reported to Child Protective Services and Virginia Department of Social Services within two working days.

SUSPECTED CHILD ABUSE

Any cases of suspected child abuse will be reported to Child Protective Services, Virginia Department of Social Services and the Recreation Manager immediately.

PERSONAL BELONGINGS

Children will be given space on a table or other surface to store personal belongings (lunch boxes, book bags, etc) during the hours of Camp. Green Ridge Summer Day Camp is not responsible for lost or stolen personal belongings.

MEDICATIONS

No medications are dispensed or kept on site at Green Ridge Summer Day Camp. (*Epipens & inhalers are reviewed on a case by case basis. If approved, a Green Ridge Summer Day Camp medication authorization form must be filled out by the parent and physician.*)

SUNSCREEN/INSECT REPELLANT

Sunscreen is carried in the first aid bag at all times and is applied to all the children during any activity where we are outdoors for an extended period of time. The brand that we use is Banana Boat for Kids SPF 50, which is Paba-free. **No insect repellant of any kind is used.**

DISASTER/EMERGENCY PLAN

Fire/Disaster Evacuation Plan

1. The Site Supervisor is responsible for all phases of evacuation for Green Ridge Summer Day Camp and in the Site Supervisor's absence, the Recreation Programmer for Green Ridge Recreation Center.
2. The Site Supervisor is also responsible for taking all sign-in/sign-out sheets as well as children's information cards and the first-aid kit.
3. The Activity Leader and Aide are responsible for organizing the children and ensuring all children are accounted for. Bathrooms will be checked as well to ensure that children are all present.
4. Evacuation routes shall be posted in rooms used by Green Ridge Summer Day Camp.
5. After being notified of an emergency, whether from another Green Ridge staff or alarm signal, staff will properly evacuate the children to the assembly area in the upper corner of the parking lot. Children shall remain together until the area has been deemed safe for re-entry by authorized officials or their parent(s)/guardian(s) have signed them out.
6. Staff will also ensure that children remain calm and that children walk exiting the building.
7. Close all classroom doors upon exit. Once outside, staff will recheck attendance sheet ensuring that all children are accounted for.
8. All staff will be knowledgeable of the evacuation plan and the children will have monthly drill practice so they are familiar with the procedures as well.

Tornado Evacuation Plan

Definitions:

Tornado Watch: Weather patterns and conditions are present that tornados could develop.

Tornado Warning: Tornado(s) has been spotted or indicated by radar.

1. The Site Supervisor is responsible for all phases of evacuation for the Green Ridge Summer Day Camp and in the Site Supervisor's absence, the Recreation Programmer for Green Ridge Recreation Center.
2. If a tornado watch has been issued by local news reports, the Site Supervisor and/or the Green Recreation Programmer will monitor the situation.
3. The local alarm warning system will serve as the alarm.
4. The Site Supervisor is also responsible for taking all sign-in/sign-out sheets as well as children's information cards and the first aid kit.
5. The Activity Leader and Aide are responsible for organizing the children and ensuring all children are accounted for. Bathrooms will be checked as well to ensure that children are all present.
6. Children and staff will go to designated interior wall, the woman's locker rooms, with children against the wall on their knees, elbows on the floor and hands over the back of the head. Children shall remain in this position until warning has been lifted.

SNACKS & LUNCH

Nutritious snacks including milk, juice, fruit and cereal are provided twice daily (menu is subject to change). Snacks include, but are not limited to: yogurt, pop-tarts, muffins, fresh fruit, fruit cups, cereal or cereal bars. All snacks are served with milk and/or juice. Parents may send snacks with their child(ren) if they prefer that their child have something other than what is provided. Due to the serious nature of food allergies, children are not permitted to share food brought from home and a “no peanut products are permitted” policy may apply depending on children enrolled. Parents are encouraged to follow the USDA guidelines when sending a snack from home.

Select 2 of 4:

Milk or Juice

Meat or Meat Alternate (includes peanut butter)/Bread or Bread Alternate (includes dry cereal, roll, biscuit, muffin, pasta)

(All children must bring a bag lunch and beverage each day (no glass containers, please).

SICKNESS OR INJURY

If, during the routine daily health assessment, or at any time during the camp day, a child has a fever of over 100° or has a communicable disease, he will not be permitted to participate in the program that day. A parent or guardian will be notified as quickly as possible so that the child may be picked up. Sick children may be picked up by parents or a person on their pick-up list. A child having a communicable disease will not be permitted to return to camp until appropriate action as described in the "Communicable Disease Chart" (ie: note from physician) has been taken. A copy of this chart can be found onsite. All communicable diseases will be reported to the local Health Department.

In the case of an accident or injury, all camp staff are trained in CPR and basic first aid. The local Rescue Squad will be called for serious injuries. A parent will be notified promptly and the child will be transported to the nearest hospital accompanied by a camp staff member.

We require that parents inform Green Ridge administrative staff within 24 hours or the next business day after their child or any member of the immediate household has developed any reportable communicable disease, as defined by the State Board of Health, except for life threatening disease which must be reported immediately. If parents have questions, they should talk with the camp staff on site to discuss the Communicable Disease Chart or contact the administrative staff at 777-6315.

**PLEASE CALL 777-6315 WITH ANY QUESTIONS YOU HAVE CONCERNING
Green Ridge Summer Day Camp.**

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